

## **MSBA Section Services Guidelines**

The MSBA Sections Services Group assists sections in furthering the administration of justice by serving the needs of their members, Minnesota lawyers, and the public.

MSBA staff provides assistance to section with the planning, implementation, and administration of various section activities. This chart outlines the priority tasks that we are able to offer each of the 34 sections. Requests for assistance not on this list will be considered and may be available depending on staff resources and time.

### **Section Staff Services**

- Respond to chair, section council, or section member request regarding programs, publications, activities: take appropriate action including copying, mailing, fax, research.
- Communicate with sections and attend council meetings at section request or as staff time allows.
- Provide information on MSBA services, policies, activities. Prepare and distribute notices or invitations to sections for meetings and events initiated or sponsored by MSBA. Keep MSBA leaders informed of section activities. Notify sections of legislative deadlines.
- Inform section of similar activities or interests within other sections. Promote cooperation among sections. Assist in avoiding overlap of programs or activities.
- Prepare and distribute notices for Council meetings, CLE programs or other section events. Export information from database. E-mail, fax, or coordinate hard copy distribution as requested by section.
- Council meetings, CLE program, or other section event preparations: room reservations, catering arrangements, registration lists, name badges, set-up of room, teleconferencing and AV arrangements, photocopy and compiling of handout materials, attendee check-in process (on and off-site), clean up.
- Newsletter production and distribution: communicate with editors, editing and desktop publishing, export E-mail addresses or coordinate hard copy printing and distribution.
- Web pages – post meeting minutes and notices, CLE approval, and updated content as requested by sections.
- Complete, submit and track section CLE credit applications.
- Maintain inventory, invoices and sales of Title Standards, Time's Up, and other section publications.
- Enter and update section council lists in membership database and administer section listservs.
- Maintain section files and archives.
- Update Section chairs and treasurers handbooks and Bar Leader Handbook.
- Assist with section wide recognition activities.
- Process reimbursements requests to be charged to Section.
- Assist with Bylaw amendments.

## **Legislative Services**

*Lloyd Grooms* (as per MSBA contract)

- Advise sections in drafting bills.
- Secure sponsors for bills.
- Schedule and prepare testimony before legislature.
- Lobby for or against specific bills.
- Review bill introductions and refer appropriate bills to sections during session.

*MSBA Staff*

- Coordinate legislative positions between sections.
- Serve as resource for questions regarding legislative proposals and session activity.

## **Accounting Services**

- Handles membership billing and payment processing.
- Processes account payable and cash receipts.
- Prepares monthly and annual financial statements.
- Assists with budgeting questions.

## **Marketing Services**

- Promotes sections through MSBA Membership Guide and other promotional materials.
- *Bench & Bar* Magazine, Legal News Digest.

## **Web Services**

- Creates section home page design and special services
- Web posting of section meeting notices, minutes, CLE credits
- Web posting of related links, Council rosters, handouts, etc – per Chair request

## **Membership Database Upkeep**

- Add new members
- Member information updates
- Software upgrades and maintenance

## **Direct Costs – Billed by Vendors**

- Catering
- Printing
- Mailing Services

## **Direct Costs – Charged Back to Sections**

- Reimbursements and other expenses
- Labels and Envelopes
- Postage
- Copying
- Teleconference or long distance phone charges
- Member email record charge – 4 cents per uploaded address